Private Post-Secondary Education Commission of British Columbia

2000/01 Annual Report

PRIVATE POST-SECONDARY EDUCATION COMMISSION

PPSEC

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MANDATE (1.1)

The Commission's mandate is to provide consumer protection to students attending private post-secondary institutions in British Columbia. This is accomplished by requiring the registration of such institutions and by providing a voluntary accreditation program to registered institutions to ensure that standards of integrity and educational competence are met and maintained.

MISSION STATEMENT (1.2)

- To provide consumer protection
- To encourage integrity and high standards of educational competence within the private post-secondary sector
- To implement and supervise with fairness and equity registration and accreditation

VISION (1.3)

The Private Post-Secondary Education Commission envisions a province where all British Columbians are provided with full consumer protection in respect of registered institutions; where students are assured they will receive high quality programs and services from institutions accredited by the Commission; and where accredited private training institutions' courses or programs are recognized by provincial policy and formal articulation agreements, applied on a consistent, system-wide basis so learners' interests are safeguarded.

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CORPORATE PROFILE (1.0)

The Private Post-Secondary Education Commission of British Columbia (PPSEC) is a government agency established in 1992 pursuant to the *Private Post-Secondary Education Act* (R.S.B.C. 1996, c. 375). (1.)

STRUCTURE (1.4)

Commission (1.4.1)

The Commission consists of not more than 15 members appointed by the Minister of Advanced Education, Training and Technology, with one member designated as Chair. Responsible for appointing the Executive Director, the Commission exercises a fiduciary and policy development function as respects PPSEC operations. Subject to the *Private Post-Secondary Education Act* and Regulations, the Commission issues General Directives to institutions respecting various aspects of their operations, and has developed criteria for the accreditation of institutions.

Executive Director (1.4.2)

The Executive Director has authority under the *Act* to appoint examiners; issue, suspend, cancel or deny registration and accreditation certificates; set terms or conditions for granting or continuing a registration or accreditation certificate; have institutions investigated; and offer opinions regarding whether a student was misled as a result of a representation made by an institution.

COMMISSION SERVICES (1.5)

Registration (1.5.1)

The Registrar, supported by three Registration Officers and two Assistants, oversees the registration and annual re-registration of over 1,100 main and branch campuses each year. Additionally, the Registration staff maintains a program of on-site compliance auditing of institutions, and ensures that institutions are complying with the requirement to post satisfactory financial securities.

Accreditation (1.5.2)

Reporting to the Executive Director, three Accreditation Officers and one Assistant provide support to institutions applying for accreditation with the Commission, and monitor the standards and performance of the more than 220 institutions currently accredited.

Student Complaints (1.5.3)

A Student Complaints Advisor assists the Executive Director in responding to students who are filing complaints or seeking a tuition refund under section 28 of the *Act*.

MESSAGE FROM THE CHAIR (2.0)

I am pleased to present you with the Private Post-Secondary Education Commission Annual Report for the fiscal year ending March 31, 2001.

The past year represented something of a watershed for the Commission as it successfully responded to the challenge presented by unprecedented numbers of institutions seeking to become accredited by a government-imposed deadline of August 1, 2000.

In the summer of 1997 the Student Services Branch of the Ministry of Advanced Education, Training & Technology advised the 230 private post-secondary institutions designated to receive funds from students supported by the B.C. Student Assistance Program that they would have to be accredited with the Commission by August 1, 2000 to retain their designation status. As the accreditation section of this Report reflects, the volume of institutions seeking accreditation increased gradually over the ensuing months, reaching a crescendo in early to mid/2000. While the growth between 1998/9 and 1999/0 represented an 80% increase in the number of accredited institutions, the increase from 115 in March 2000 to 222 accredited institutions by March 2001, represents a phenomenal 93% increase in one year.

The Commission commends all of the staff for this remarkable achievement. The Registration Officers are recognized for the timeliness with which they undertook compliance audits of institutions applying for accreditation. Particular thanks are extended to the small cadre of Accreditation staff for their extraordinary commitment and dedication in assisting and supporting the large number of institutions working through the process. The Commission also wishes to acknowledge the contribution of the hundreds of individuals who served as members of accreditation audit teams. Without their support and expertise the challenge could not have been met.

The largest volume of first-time accreditation work is now over. However, Human Resource Development Canada's recent announcement that institutions accepting students who are receiving Employment Insurance tuition support must be accredited with the Commission by May 2003 will result in yet another cohort of institutions seeking accreditation for the first time. This, coupled with the five-year renewal of institutions accredited in the mid 1990s and the ongoing monitoring of 220 currently accredited institutions, all reaffirms the need for government to address the outstanding question of adjusting accreditation fees so that the accreditation function can be appropriately supported.

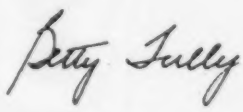
After several years of discussion and planning, the Commission was pleased to see the passage of the *Private Post-Secondary Education Amendment Act* in 1999, allowing for the establishment of an industry-funded Tuition Assurance Fund. The Fund is to be administered by the Commission and is intended to provide improved consumer protection to students. Unfortunately implementation of the Fund has been delayed pending completion of draft Regulations and identification of a suitable means of protecting or "backstopping" the Fund in its early stages. An attempt to locate an insurance company that would insure the Fund was unsuccessful. Government is currently considering either an amendment to the *Private Post-Secondary Education Act* that would allow the Commission to borrow funds in its own right, or government indemnification of the Fund.

As a regulatory body, the Commission continues to work closely with the various advocacy organizations representing private post-secondary institutions in the province. These include the British Columbia Career Colleges Association, the Association of Service Providers for Employment and Career Training and the Affiliation of Multicultural Societies and Service Agencies of BC. The English as a Second Language (ESL) sector is a large and important component of the private post-secondary industry, often having its own perspective on issues facing the industry. While these views have been well presented by the Private English Language Schools Association and the Canadian Association of Private Language Schools, the Commission is pleased to have two recently appointed members, John Casey and Gerald LaBelle, both of whom have personal experience in the ESL sector. In addition to having Mr. LaBelle join us in October, the Commission was pleased to have Blair Littler, the new Director of Student Services, replace his predecessor, Jim Vanstone, who resigned from the Commission last June.

As an agency of the provincial government, the Commission was responsible under the *Budget Transparency and Accountability Act* for preparing a Performance Plan for the period 2001–2004. This document was filed with the Ministry in March 2001, and has been posted on the Commission's web site at www.ppsec.bc.ca. Identified goals for the period include the need to:

- Increase the efficiency of the re-registration process
- Expand the compliance auditing capacity
- Effectively implement the Tuition Assurance Fund
- Improve the timeliness of responding to and processing student complaints
- Develop an effective monitoring system for accredited institutions
- Meet the demand for accreditation by institutions responding to HRDC requirement for accreditation by 2003
- Increase public awareness of PPSEC and the value of its services
- Recruit, develop and appropriately compensate staff who have the expertise to fulfil the statutory responsibilities of the Commission
- Obtain sufficient industry and/or government funding to allow for the provision of high quality, consistent services based on best practices and cost-effectiveness for those involved

Having recently been advised of the extension of my appointment as Chair of the Commission until April 2003, I look forward to working with my colleagues on the Commission and the PPSEC staff to bring these goals to fruition.



BETTY TULLY
Chair

REPORT ON PERFORMANCE PLAN (3.0)

Responding to the *Budget Transparency and Accountability Act*, the Private Post-Secondary Education Commission tabled its first performance plan in the Legislature, 'Performance Plan 2001/2004', in April 2001. Inasmuch as the Commission did not table a performance plan with government for 2000/01 and did not identify explicit targets for the past fiscal year, this Annual Report will identify expected results and discuss actual results achieved in relation to them.

REGISTRATION (3.1)

Private post-secondary institutions in British Columbia must comply with the Private Post-Secondary Education Act, which requires any person or organization providing training or instruction in the province to persons 17 years of age or older to register with the Private Post-Secondary Education Commission.

Institutions are required to register main and branch campuses. Registration activity for the period April 1, 2000 to March . 1, 2001 was as follows:

DATE	REGISTERED INSTITUTIONS
April 2000	1133
May 2000	1135
June 2000	1123
July 2000	1122
August 2000	1116
September 2000	1098
October 2000	1093
November 2000	1092
December 2000	1093
January 2001	1096
February 2001	1103
March 2001	1103

Registration activity since the Commission was established in 1992 reflects rapid growth through the mid 1990s, with a modest decline in numbers over the past two years.

YEAR	REGISTERED INSTITUTIONS
Sept 1992 / March 1993	628
April 1993 / March 1994	806
April 1994 / March 1995	893
April 1995 /March 1996	994
April 1996 / March 1997	1082
April 1997 / March 1998	1102
April 1998 / March 1999	1140
April 1999 / March 2000	1122
April 2000 / March 2001	1103

COMPLIANCE AUDITING (3.2)

A program of on-site compliance auditing of registered institutions was implemented in the spring of 1998 in response to the fact that the Commission had met with varied success in recovering a minimum of 75% of unearned revenue for students displaced by a business closure.

While the number of registered institutions has remained relatively constant over the past two years, the total value of financial securities held by the Commission has increased by 82% in the same time period. This dramatic increase in securities is largely attributable to the on-site validation of institutions' unearned revenue calculations during compliance audit visits.

Compliance audit activity over the past two fiscal years is as follows:

DATE	REGISTERED INSTITUTIONS
April 1999 / March 2000	280
April 2000 / March 2001	258

INSTITUTIONAL CLOSURES (3.3)

The purpose of registration is consumer protection. All institutions registering with the Commission must provide a financial security equivalent to 75% of the maximum amount of unearned revenue (tuition) they will hold during a registration year. At fiscal year-end March 31, 2001 the Commission held $49,023,928 in trust assets.

Categorized by type of financial instrument, they were as follows:

Surety Bonds	$25,252,591
Letters of Credit	$17,313,887
Cash Deposits	$ 6,257,450
Investment Bonds	$ 200,000

In the event of an institutional closure the security is used to refund any unearned tuition to students. Claims against security due to institutional closure from 1992 to date are as follows:

YEAR	TOTAL CLAIM AMOUNT	TOTAL REFUND AMOUNT
Sept 1992 / March 1993	$74,276.00	$72,501.24
April 1993 / March 1994	$51,282.00	$20,000.00
April 1994 / March 1995	$69,126.86	$67,979.86
April 1995 / March 1996	$88,492.30	$46,532.30
April 1996 / March 1997	$293,777.17	$96,617.17
April 1997 / March 1998	$191,319.88	$142,728.62
April 1998 / March 1999	$856,473.17	$506,824.02
April 1999 / March 2000	$103,500.80	$103,500.80
April 2000 / March 2001	$288,763.68	$246,235.14*
Total	**$2,017,011.70**	**$1,302,919.10**

** $170,000 awaiting settlement by underwriter*

TUITION ASSURANCE FUND (3.4)

Passage of the *Private Post-Secondary Education Amendment Act 1999* provided for the establishment of a Tuition Assurance Fund (TAF) to replace the requirement for registrants to post institution-specific financial securities with the Commission. The fund is to be administered by the Commission. Implementation of the TAF awaits Ministerial approval of amendments to the Private Post-Secondary Education Regulation.

The Commission incurred $20,000 in expenses during the past fiscal year when it contracted with an insurance broker to identify an insurance company willing to provide back-up insurance for the fund. Ultimately the search for insurance coverage was unsuccessful. The Ministry is now considering other options, including either the government indemnifying the fund, or seeking an amendment to the *Act* that would permit the Commission to borrow funds in its own right.

ACCREDITATION (3.5)

The Private Post-Secondary Education Act stipulates that an institution registered under the Act may apply for accreditation. Accordingly the Commission offers a voluntary accreditation process designed to ensure that standards of integrity and educational competence are met by accredited institutions.

In the summer of 1997 the Ministry of Advanced Education, Training and Technology announced that private post-secondary institutions designated to receive BCSAP funding would have to be accredited with the Commission by August 1, 2000 in order to retain their designated status. That policy change has resulted in a significant increase in the number of institutions seeking to become accredited, particularly during the past fiscal year.

Human Resources Development Canada announced during the past year that private post-secondary institutions in British Columbia receiving students on Employment Insurance support will need to be accredited with the Commission by May 2003. It is anticipated that this requirement will give rise to another significant cohort of institutions seeking accreditation over the next two years.

The history of accreditation activity over the past five years is reflected in the following chart that shows the number of institutions at the various stages of the accreditation process at the end of each fiscal year.

STAGE	1996/7	1997/8	1998/9	1999/0	2000/1
Application	49	157	163	82	41
Self-Study	13	13	54	102	41
Audit	0	9	9	40	1
Accredited	30	46	64	115	222

STUDENT COMPLAINTS (3.6)

Section 28 of the *Private Post-Secondary Education Act* provides for tuition refunds to students if they have enrolled with an institution not registered with the Commission, or if in the opinion of the Executive Director a student was misled as a result of a representation made by an institution or its agent regarding the institution or any aspect of its operation. Students seeking an opinion under section 28 of the Act must file a formal Student Complaint with the Commission.

During the April 2000 to March 2001 fiscal year, 112 formal Student Complaints were received, and 84 complaints were reviewed pursuant to an opinion. Of those considered, 45 were found not to fall within the purview of section 28 of the Act; 3 were instances of institutions not being registered; 28 opinions favoured the student and in 14 cases no evidence of misrepresentation was found.

FINANCIAL REPORT (4.0)

MANAGEMENT DISCUSSION AND ANALYSIS (4.1)

As the audited financial statements reflect, the Commission ended the 2000/01 fiscal year with a $52,509 surplus. When the budget was prepared, it was anticipated that the number of institutions registering during the year would decline as a result of their failing to be accredited by August 1, 2000 and thereby losing their designation for BCSAP funding. The reduction in numbers of registered institutions was less than anticipated, however, resulting in $35,700 more in registration fess than had been projected. In part this was because more institutions completed accreditation than had been anticipated, and in part because strengthening Pacific Rim economies gave rise to increases in the number of English language schools operating in province.

The Commission also realized $7,000 more in late registration fees than had been budgeted for. The large volume of accreditation related activity during the fiscal year resulted in $33,300 more revenue in that category, and the Commission realized close to $12,000 more in interest revenue than anticipated, due to larger amounts of money invested at higher than anticipated rates.

On the expenses side of the ledger, additional staffing bought on to accommodate the accreditation workload resulted in salaries and benefits exceeding the original budget by $48,800. Other expense items were below budgeted amounts, with the exception of a slight overrun in legal costs. The $20,000 in Tuition Assurance Fund related costs could not be charged back against the fund owing to the fact that it had not yet been approved for implementation by the Minister.

The Commission continues to face a major challenge in fulfilling the expectation in the *Act* that all of its services and associated costs should be covered by fees charged to the institutions. The Commission advised the Ministry of Advanced Education, Training & Technology three years ago of the need to significantly increase accreditation fees in order to maintain a cost-recovery program. Rather than have fees increased, however, the Ministry has provided the Commission with annual grants for the past three years ($150,000 in 2000/01) to help offset the increasing costs of accreditation.

Three options have been proposed to the Ministry to address this issue:

- Increase the existing one-size-fits-all accreditation fee structure seven-fold in order to recover the direct and indirect costs of accreditation.
- Continue to provide an annual Ministry grant to offset the increasing costs of accreditation.
- Provide a declining Ministry grant over the next 3 to 5 years, with commensurate annual accreditation fee increases until the grant is no longer required. In this option, the annual accreditation fee assessment would be tied to the total training revenue earned by the institution.

AUDITED FINANCIAL STATEMENTS (4.2)

AUDITORS' REPORT (4.2.1)

To the Commissioners of the
Private Post-Secondary Education Commission

We have audited the Statement of Financial Position of the Private Post-Secondary Education Commission as at March 31, 2001 and the Statements of Operations, Changes in Net Assets, and Cash Flows for the year then ended. These financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Commission as at March 31, 2001 and the results of its operations and its cash flows for the year then ended in accordance with generally accepted accounting principles.

BR Dunwoody LLP

Chartered Accountants

Vancouver, British Columbia
May 11, 2001

STATEMENT OF FINANCIAL POSITION (4.2.2)

For the year ended March 31	2001	2000
ASSETS		
Current		
Cash	$ 764,508	$ 754,776
Accounts receivable	19,626	59,471
Prepaid expenses	10,937	12,026
	795,071	826,273
Capital assets (Note 1)	26,580	40,692
	$ 821,651	$ 866,965
LIABILITIES AND NET ASSETS		
Liabilities		
Current		
Accounts payable and accrued liabilities	$52,364	$93,121
Deferred registration and accreditation fee revenue	557,942	615,008
	610,306	708,129
Net Assets		
Invested in capital assets	26,580	40,692
Internally restricted for special purposes (Note 3)	158,838	72,480
Available	25,927	45,664
	211,345	158,836
	$ 821,651	$ 866,965

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements

APPROVED ON BEHALF OF THE BOARD:

Commissioner

Commissioner

STATEMENT OF OPERATIONS (4.2.3)

For the year ended March 31	TOTAL 2001	2000
Revenue		
Registration fees	$ 865,615	$ 872,660
Grant from Ministry of Advanced Education, Training and Technology	150,000	108,000
Accreditation fees and costs	442,701	307,063
Interest and miscellaneous	42,695	36,346
	1,501,011	1,324,069
Expenses		
Accreditation team direct costs	284,790	150,161
Advertising and publications	9,520	8,589
Amortization	23,002	74,632
Commissioners	42,849	30,222
Equipment rental	5,674	4,570
Miscellaneous	23,664	44,596
Office and supplies	66,686	66,048
Professional fees	30,233	17,368
Rent	128,372	124,181
Repairs and maintenance	11,552	7,782
Salaries and benefits	773,968	658,188
Telephone and fax	20,990	23,050
Travel and meals	27,349	27,612
	1,448,649	1,236,999
Net income from operations	52,362	87,070
Gain (loss) on disposal of assets	147	(714)
Excesss of revenue over expenses for the year	$ 52,509	$ 86,356

STATEMENT OF CHANGES IN NET ASSETS (4.2.4)

For the year ended March 31

	INVESTED IN CAPITAL ASSETS	INTERNALLY RESTRICTED FOR SPECIAL PURPOSES	AVAILABLE	TOTAL 2001	2000
Balance, beginning of year	$ 40,692	$ 72,480	$ 45,664	$ 158,836	$ 72,480
Excess of revenue over expenses for the year	–	–	52,509	52,509	86,356
Amortization	(23,002)	–	23,002	–	–
Inter-fund transfers	8,890	86,358	(95,248)	–	–
Balance, end of year	$ 26,580	$ 158,838	$ 25,927	$ 211,345	$ 158,836

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements

STATEMENT OF CASH FLOWS (4.2.5)

For the year ended March 31	2001	2000
Cash provided by (used in)		
Operating activities		
Net income for the year	$ 52,509	$ 86,356
Items not involving cash		
Amortization	23,002	74,632
Gain (loss) on disposal of capital assets	(186)	714
	75,325	161,702
Changes in non-cash working capital balances		
Accounts receivable	39,845	(53,225)
Prepaid expenses	1,089	2,449
Accounts payable	(40,757)	46,004
Deferred registration and accreditation fee revenue	(57,066)	51,187
	18,436	208,117
Investing activities		
Purchase of capital assets	(8,891)	(98,061)
Disposal of capital assets	187	4,311
	(8,704)	(93,750)
Increase in cash during the year	9,732	114,367
Cash, beginning of year	754,776	640,409
Cash, end of year	$ 764,508	$ 754,776

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (4.2.6)

March 31, 2001

Nature of Business

The Private Post-Secondary Education Commission was incorporated under the *Private Post-Secondary Education Act* on July 27, 1990. The Commission is an agent of the Province of British Columbia.

The Commission is involved in developing and administering a mandatory registration system and voluntary accreditation program for private post-secondary educational institutions in the Province of British Columbia.

Revenue

Registration fees are recognized over the registration period. The portion of registration and accreditation fees that relate to the period following the Commission's year end have been reflected on the balance sheet as deferred revenue. The period of registration commences when all requirements of registration are met.

Capital Assets

Capital assets are recorded at cost with amortization provided on a straight-line basis at the following annual rates:

Computer hardware	– 33 1/3%
Computer software	– 50%
Office furniture	– straight line basis over 5 years
Tenant improvements	– straight line basis over term of the lease

Financial Instruments

The Commission's financial instruments consists of cash, accounts receivable and accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the Commission is not exposed to any significant interest, currency or credit risks arising from these financial instruments. Fair values of financial instruments are approximated by their carrying values unless otherwise stated.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at March 31, 2001 and revenues and expenses during the year then ended. The actual outcome could differ from the estimates made in the preparation of the financial statements.

NOTES TO FINANCIAL STATEMENTS (4.2.7)

March 31, 2001

1. Capital Assets

	COST	ACCUMULATED AMORTIZATION	2001 NET BOOK VALUE	2000 NET BOOK VALUE
Computer equipment	$ 213,118	$ 193,928	$ 19,190	$ 30,843
Office furniture	68,443	62,603	5,840	7,319
Tenant improvements	4,326	2,776	1,550	2,530
	$ 285,887	$ 259,307	$ 26,580	$ 40,692

2. Income, Capital and Goods and Services Taxes

The Commission is exempt from federal and provincial income and capital taxes under Section 141(1)(d) of the Income Tax Act. As an agent of the Province, the Commission is not subject to goods and services tax.

3. Net Assets Internally Restricted for Special Purposes

The Commission has internally designated these amounts as funding for costs associated with carrying out the Commission's mandate, enforcement of the Act, and as a stabilization fund for fluctuations in registration.

4. Security requirements

Many institutions applying for registration with the Commission are to provide financial security in conjunction with their application. Security requirements are met by way of investment and surety bonds, letters of credit or cash. As of March 31, 2001 the following requirements were held in trust by the Commission and are not reported elsewhere in these financial statements:

Cash and investment bonds	$ 6,457,450
Letters of credit	$17,313,887
Surety bonds	$25,252,591

5. Commitments

The Commission is obligated under operating leases for office premises and office equipment which expire in November 2002 (office premises) and December 2005 (office equipment) and is committed to annual payments for the next five years as follows:

Year	Amount
2002	$ 117,981
2003	84,692
2004	5,904
2005	5,904
2006	4,428
	$ 218,909

ACCOUNTANTS' REPORT ON THE SECURITY REQUIREMENTS HELD BY THE PRIVATE POST-SECONDARY EDUCATION COMMISSION (4.2.8)

To the Commissioners of the
Private Post-Secondary Education Commission

As specifically agreed, we have performed the following procedures on the security requirements held by the Private Post-Secondary Education Commission as at March 31, 2001. As reported in the accounting records of the Commission:

(a) We obtained a listing of institutions registered with the Commission and selected a sample of 30 institutions for testing.

(b) We reviewed the security requirements as specified by the Commission to ensure that the security collected was consistent with the security requirements. No exceptions were noted.

(c) For each institution selected, we physically verified the existence of the security instrument on March 31, 2001. No exceptions were noted.

(d) We verified that the face amount of the security instrument was equal to or in excess of the security required by the Commission. No exceptions were noted.

The procedures do not constitute an audit of the security requirements held by the Commission and, accordingly, we do not express an opinion on the security requirements held by the Commission as at March 31, 2001.

This report is for use solely by the Commissioners of the Private Post-Secondary Education Commission.

BDO Dunwoody LLP

Chartered Accountants

Vancouver, British Columbia
April 3, 2001

STATEMENT OF CORPORATE GOVERNANCE PRACTICES (5.0)

The powers assigned to the Commission by the *Private Post-Secondary Education Act* fall into two categories:

(a) those which must be carried out by the Commission, and cannot be delegated to the Executive Director or any other party and

(b) those which can be delegated to the Executive Director.

Powers and functions of the Commission include:

- issuing directives to one or more institutions, or classes of institutions, regarding any aspect of their operations
- establishing criteria for accreditation that do not conflict with standards set out in the regulations
- determining duties and responsibilities of the Executive Director in addition to those set out in the *Act*
- appointing the Executive Director and determining remuneration and conditions of employment
- submitting an annual report to the Minister
- establishing the procedures to be followed in hearing appeals from decisions of the Executive Director to refuse, suspend or revoke an institution's registration or accreditation
- applying to the Supreme Court of British Columbia for an interim or permanent injunction restraining a person or institution from contravening the *Act*

To carry out its responsibility under the *Act*, the Commission has developed a body of policies and procedures, a Code of Conduct for Commissioners, and a Commissioner's Handbook.

Commission meetings are held bi-monthly on the second Thursday of the month. Committee meetings are held monthly or bi-monthly as required. The following are standing committees:

Executive Committee
Finance Committee
Personnel Committee
Policy Committee
Tuition Assurance Fund Committee

COMMISSIONERS AND STAFF (6.0)

COMMISSIONERS SERVING 2000/01 FISCAL YEAR (6.1)

Roxanne Ang
Director
Tourism Training Institute
Vancouver, BC

Harpreet Bachra
Training Consultant
Customized Training
and Contract Services
Kwantlen University College
Surrey, BC

John Casey
Educational Consultant
Nelson, BC

Lou Dryden
President
North Island College
Courtenay, BC

Derek Hamill
Operations Director
Academy of Learning
North Vancouver, BC

Gerald LaBelle
Director
Canadian College of
Business & Language
Victoria, BC
(Appointed October 2000)

Blair Littler
Director
Student Services Branch
Ministry of Advanced
Education,
Training & Technology
Victoria, BC
(Appointed July 2000)

Valerie MacLean
Vice-President
of Consumer Affairs
Better Business Bureau
Vancouver, BC

Norma Strachan
Executive Director
Association of Service
Providers for Employment
& Career Training
Victoria, BC

Betty Tully, Chairperson
President
Tully and Company
Sooke, BC

Myrt Turner
President
M. Turner & Associates
Prince George, BC

Jim Vanstone
Director
Students Services Branch
Ministry of Advanced Education,
Training & Technology
Victoria, BC
(Resigned June 2000)

COMMISSION STAFF 2000/01 FISCAL YEAR (6.2)

GENERAL ADMINISTRATION

Jim Wright
Executive Director

Sonja Westerhof
Finance Officer

Starla Hill
Student Complaints Advisor

Nadia Rad
Receptionist/Secretary

REGISTRATION

Shawn Witney
Registrar

Peter Bullock
Registration Officer

Susan Smith
Registration Officer

Nick Turner
Registration Officer

Marnie Danyluk
Registration Assistant

Bettina Wood
Registration Assistant

ACCREDITATION

Susan Jacob
Accreditation Officer

Monica Lust
Accreditation Officer

Stephen Siblock
Accreditation Officer

Sue Williams
Accreditation Officer

Harri de Wijze
Accreditation Officer

Lina Clemente
Accreditation Assistant